



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2179

Open: November 03, 2015  
Close: Until filled

**JOB POSTING**  
**CAD Designer**  
Full Time  
Monthly Salary: \$4,534

**JOB SUMMARY:**

Provides technical assistance in the preparation of plans and specifications for municipal water, wastewater, drainage, streets, and traffic systems. Provides technical assistance to Public Works Department, other City departments and citizens regarding the Capital Improvement Program, construction management, and development.

**MINIMUM QUALIFICATIONS:**

- High school diploma and completion of 12 hours college credits in general engineering, drafting, surveying, design, plus 3-5 years of similar experience in civil engineering or a 3-5 years related experience and/or training; or equivalent combination of education and experience.
- Good working knowledge of AutoCAD software, field surveying and cost estimate.
- Must possess a valid Texas Driver's License.

**SKILLS AND EXPERIENCE:**

- Prepares engineering plans with specifications, performs calculations, and assists in the preparation of drawings of proposed Capital Improvement Projects.
- Assist Engineer in making surveys and/or layout of new street, water, wastewater and drainage systems.
- Coordinates and performs technical work pertaining to quality control review of private development construction plans and specifications.
- Estimates quantities and cost for specific project and monitors and evaluates field conditions during construction.
- Receives customer service requests through the work order system.

**TO APPLY:**

Applications are available at Human Resources, 2000 Forest Ridge, and Bedford, Texas, 76021; or on our web site ([www.bedfordtx.gov](http://www.bedfordtx.gov)).

*Equal Opportunity/ Affirmative Action Employer*

